

# Comparisons of Job Characteristics

**Focus Occupation: Payroll and Timekeeping Clerks (43-3051)**

**Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)**

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 91

Focus Occupation: Payroll and Timekeeping Clerks (43-3051)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	21.6	17.4	<<	Extensive education and/or training may be required
English Language	11.2	11.7	8.6	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	11.5	7.3	<<	Extensive education and/or training may be required
Administration and Management	8.4	8.8	9.4	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	8.8	10.8	>	Current knowledge level is likely sufficient
Personnel and Human Resources	5.6	6.4	11.3	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Payroll and Timekeeping Clerks (43-3051)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	13.6	11.0	<	A higher skill level may be required
Reading Comprehension	10.7	13.3	11.8	<	A higher skill level may be required
Service Orientation	7.9	12.5	7.3	<<	Extensive development of skills in this area may be required
Time Management	8.9	10.6	9.1	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Payroll and Timekeeping Clerks (43-3051) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.9	12.5	<	Some improvement in abilities may be required
Oral Expression	12.4	13.5	10.8	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.4	10.8	<	Some improvement in abilities may be required
Near Vision	11.1	13.1	10.8	<	Some improvement in abilities may be required
Speech Recognition	9.9	12.8	10.0	<<	Extensive improvement in abilities may be required
Written Expression	9.8	12.2	11.2	0	Current ability level may be sufficient
Speech Clarity	10.2	11.5	9.2	<	Some improvement in abilities may be required
Information Ordering	9.9	10.3	8.7	<	Some improvement in abilities may be required
Memorization	5.6	7.5	5.2	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 52
<b>Focus Occupation: Payroll and Timekeeping Clerks (43-3051)</b> <b>Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)</b>		
Work Activities	Exclusivity of Activity	
Maintain records, reports, or files	5	
Prepare reports	8	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 88

**Focus Occupation: Payroll and Timekeeping Clerks (43-3051)**

**Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.